

<b>Policy Title:</b>	Councils, Committees & Student Organizations
<b>Policy Number:</b>	3109
<b>Date Adopted:</b>	10/10/20210
<b>Version:</b>	6.0
<b>Review Cycle:</b>	Biannual
<b>Date Last Reviewed:</b>	3/1/2023
<b>Office Responsible:</b>	President's Office
<b>Reviewing Committee:</b>	Leadership
<b>Related Policies:</b>	1404 – Student Life Plan
<b>Related Laws:</b>	N/A

### **Policy Summary:**

All standing or appointed councils, task forces, committees, workgroups, and student led organizations shall operate in accordance with Jackson College's (JC) values, beliefs policies and procedures; and shall serve to support the College's strategic direction, mission, vision, values and statement of beliefs. This policy outlines the expectations for approval of an organized body and stipulates expectations for creation of a charter. All such groups must be approved, and annually renewed, by the College's Leadership Council.

### **Scope:**

This policy applies to all sanctioned councils, committees, task forces, workgroups, clubs, and student organizations, hereinafter, 'committee(s)' of the College.

### **Policy Statement:**

Institutional planning, performance monitoring and decision making shall be conducted in a clear and efficient manner. When these efforts are delegated to a council and/or committee, etc., a specific charter shall be adopted and approved by the Leadership Council. The charter shall authorize the purpose, scope, authority, membership, and structure of the committee. All other groups, not chartered, are not sanctioned by the College, and therefore will receive no support by the College, though such groups must still remain compliant with the College's principles and policies.

The authority and scope of a committee shall not exceed the authority and/or scope of the President of the College. The formation of a committee is at the discretion of the President. As the sole employee of the Board of Trustees, the President has full accountability and authority for actions and decisions of the institution (excluding those that require Board approval under Policy Governance). When possible, the President shall seek to build consensus and supports collegial problem solving.

A committee charter shall specifically include:

1. The committee's statement of purpose.
2. Requested decision-making context, scope and authority.
3. Identification of key customers/stakeholders and their requirements.
4. Planning including defined goals and responsibilities,
5. Monitoring/reporting requirements and defined accountability (key customer requirement and key process requirements).
6. Membership (including required participation)
7. Role and responsibilities of members and the committee.



8. Meeting (frequency, times, attendance, proceedings, minutes, etc.)
9. A description of the process for annual review of the committee's effectiveness.
10. Changes to Charters shall be reviewed and approved by the Leadership Council.
11. All committees and their charter must be reviewed annual by the Leadership Council.

Committee appointment and membership shall be made by the President (or his designee). The membership process shall be defined by procedures and strives to establish appropriate and broad representation, accountability, effective communication, and input.

The President may delegate authority for formation of student groups/organizations to the Director of Student Life. All new student groups/organizations shall meet specific guidelines set forth by the Student Government Association and must apply for official recognition before becoming an officially sanctioned campus organization. The Director of Student Life shall assure that appropriate procedures and guidelines exist to provide support and effective oversight of student lead groups.

### **Definitions and Hierarchy of Authority:**

1. **Leadership Council:** The highest authority of College Operations, short of College President. Further, the President reserves the right to approve, modify, or decline recommendations of the Leadership Council. The Leadership Council serves as the internal coordinating operational management group of the College.
2. **Councils (other):** An organized and standing body of the College that provides direct council to the College's President. All Councils are subordinate and accountable to the Leadership Council.
3. **Academic Integrity Committees:** Organized and standing bodies of the College that serves to monitor system/process effectiveness, recommend system/process Improvement or change, share information and exchange ideas all focused on the academic integrity of the institution and faculty. Committees are accountable to the Leadership Council.
4. **Committees (Standing):** Standing committees are tasked with carrying out the functions of the College. Standing Committees report directly to the Leadership Council. Standing committees may be directed by Leadership Council to study, review, and make recommendations regarding issues related to their committee charge. Standing committees are also empowered by Leadership Council to identify, study, review, and make recommendations regarding issues related to their charge and bring them to the attention of the Leadership Council.
5. **Task Forces/Workgroups/ad hoc committees:** A task force is principally charged with a specific assignment or project and is intended to produce a particular output, and the group is concluded. The Task Force/Workgroup could exist for months or years.
6. **Jackson College Student Association (JCSA):** Every student is a member of the (JCSA). With the support of faculty, the Association provides a democratic means for students to govern themselves. The association is governed by the Student Government Association.
7. **Student Government Association (SGA):** The Student Government Association members act as official representatives of the student body in matters needing joint student, faculty or



administration consideration. The Student Government Association allocates funds to student organizations and sets appropriate standards and guidelines to ensure that the activities of all organizations adhere to college policy and its mission. Contact the Director of Student Life to learn more about Student Government Association and its election process.

**Change Log:**

<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
12.07.2011	Revise to add Integrity Committee definition and other minor edits	N. Miller
1.17.2012	Update to clarify approval for council/committee formation and to include student organizations	N. Miller
5.30.2013	Biennial review; minor corrections to titles and format	N. Miller
6.7.17	Bi Annual review	Chief of Staff
4.22.20	Normal Review	Chief of Staff
3.1.23	Normal Review	President & CEO